



How to use USA Jobs.gov

To apply for National Park Service Jobs

A step by step document of helpful information about creating an account with USA Jobs, creating a resume online, searching for jobs, saving and applying for jobs, along with tips.

1. Create your account

- a. Always start with an easy to remember email address.
- b. Make sure to choose a password that has the correct upper and lower case letters and use of symbols.
- c. When you have finished creating your account, be sure to write down your login information in a safe location.

2. Create your resume on USA Jobs (Located on the My Account Page)

- a. Decide if you want your resume to be searchable. This enables your resume to be searched and viewed by Federal Human Resource Professionals.
- b. You have the choice to upload your own resume or use the resume builder on the website itself.
 - i. If you decide to upload your own resume, simply click the **Upload New Resume** button, enter the name for your resume, select the document from your computer and press the **Upload** button.
 - ii. There are links to a sample resume and tips on what to include; these are located on the view all resumes pages of the website.
- c. If you decide to use the resume builder, click on the **Build New Resume** button.
- d. The first page of information that is required is your work experience. This is where you will provide your employer's information along with your experience from that job. Some tips for entering your **Duties, Accomplishments and Related Skills** are:
 - i. Make sure they are detailed and precise (just beware that there is a 5,000 character limit). Here is an example of a simple entry vs. a detailed entry:
 1. Identified sea turtle tracks and nests. Relocated if deemed necessary, and marked with PVC pipes, dunes stakes and a protective metal screen.

OR

 2. Worked with endangered and threatened species of sea turtles by identifying their tracks and nests. If deemed necessary the nests were safely relocated to the proper relocation site and the nests were properly marked with PVC pipes, dune stakes, protective metal screens and numbered with the proper activity number for correct identification.
 - ii. It is easier to have the information typed in a Word document and then copy and paste into the designated area. Both the website and Word let you spell check your document; however, it is harder to format your document on the website.

- iii. The next section is **Education**; this is where you enter your school information along with your degree, completion date, and GPA along with your Relevant Coursework, Licensures and Certifications.

- 1. In this section you are only allowed 2,000 characters. Just simply list your coursework titles, any specific licensing and any certifications.

- e. The next section is **Other**, here you can list any Job Related Training you have, Language Skills, any Organizations or Affiliations, any Professional Publications and any Additional Information such as skills, honors, awards, and leadership activities.

- f. The next section is **References**; in this section you are allowed up to 5 references, professional or personal.

- g. When you finish entering your references, the next section is **Preview and Finish**. This section allows you to view and print your entire resume. It is a good idea to print your resume and read over it to make sure you have not forgotten any important information. Ask a knowledgeable friend to proof read your resume as well.

3. Searching for Jobs

- a. There are two ways to search for jobs on USA Jobs. They are:

- i. **Simple Search:**

The image shows the USAJOBS search interface. At the top, the USAJOBS logo is displayed with the tagline "WORKING FOR AMERICA". Below the logo, there are two search fields: "What:" and "Where:". The "What:" field has a placeholder text "Keywords, Job Title, Control #, Agency, Skills". The "Where:" field has a placeholder text "City, State, ZIP Code, or Country". To the right of the "Where:" field is a blue "Search" button. Below the "Where:" field, there is a link that says "Advanced Search >".

- ii. In this search you simply put a job title, agency, keyword, or control number and what state or area you wish to search.
 - iii. The Simple search gives you a wider range of jobs; whereas the advanced search gives you more control of where and what federal section you are looking for work.

- iv. **Advanced Search:**

- 1. In advanced search you are given more options to narrow down what you are looking for. It allows you to search:

- a. Keywords, Pay Grade, Salary Range, Title Search, Series Number Search, Location Search, Agency Search, Occupational Series, Applicant Eligibility, Type of Work, Work Schedule, etc.
2. Here is a step by step example if you are looking for a job with the NPS in North Carolina:
- a. Go down to the **Location Search** area, under **state/territory/region** and select North Carolina then under the **Then Locale(s)**, select All North Carolina and click the **Add** button. If you wanted an even more precise location you can choose a specific county or town.
 - b. Then go down to **Agency Search**; here you will select what agency you are looking for. For our search, we are looking for the Department of the Interior. When found, select it by clicking on it once.
 - c. Underneath the **choose department** box there is a **refine your agency choice** box. Here you can scroll through all of the sections in a certain department. For our search we will scroll down to National Park Service and click on it once. Then, click the add button.
 - d. After the location and department is chosen you can select the **Type of Work** you are looking for such as Permanent, Temporary, Term, etc. You can also select your **Work Schedule** such as Full-Time, Part-Time, etc. (See Tips for definitions of type of work)
 - e. Select whether you wish to show only senior executive service postings as well as if you want to exclude postings for jobs open longer than 30 days.
 - f. Under the **Show Jobs Posted** section you can decide if you want to see all jobs listed, jobs posted today or yesterday or within a certain amount of days.
 - g. When all of this is done, click on the **Search Jobs** button located on the bottom of the screen.
 - h. Below is a picture of what we searched for in this example.

Advanced Search

Keyword Search ?

(e.g.: Job Title, Agency Name, Job Announcement #, Control #)

Title Search ?

Series Number Search ?

Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers). When entering multiple Series Numbers please separate them with a semicolon (;).

Pay Grade (GS) ?

-- SELECT -- To -- SELECT --

Or

Salary Range ?

From -- SELECT -- To -- SELECT --

NOTE: You may select either a Salary Range or a Grade Range. Some jobs may not have a predetermined salary/grade. To view these, leave the salary/grade refiners blank.

Search Jobs ▶

Reset Form ▶

Location Search ?

Show locations for this region: United States

State/Territory/Region

Nevada
New Hampshire
New Jersey
New Mexico
New York
North Carolina
North Dakota

Then Locale(s)

All North Carolina
Abbotsburg
Aberdeen
Acme
Addor
Advance
Ahoskie

Click buttons to add/remove

All North Carolina

Add >>

<< Remove

☐ Show locations for Open Jobs only

Agency Search ?

Choose Department

Department Of State
Department Of The Interior
Department Of The Treasury
Department Of Transportation
Department Of Veterans Affairs
Executive Office Of The President
General Services Administration

Then refine your agency choice

Interior, Bureau of Indian Affairs
Interior, US Fish and Wildlife Service
National Indian Gaming Commission
National Park Service
Office of Surfacing Mining, Reclamation and Enforcement
Office of the Inspector General

Add >>

<< Remove

Click buttons to add/remove

National Park Service

Occupational Series ?

- ☐ Able Seaman (9924)
- ☐ Able Seaman-Maintenance (9925)
- ☐ Accounting (0510)
- ☐ Accounting Technician (0525)
- ☐ Actuarial Science (1510)
- ☐ Administration And Office Support Student Trainee (0399)
- ☐ Administrative Law Judge (0935)
- ☐ Administrative Officer (0341)
- ☐ Aerospace Engineering (0861)
- ☐ Agricultural Commodity Aid (1981)
- ☐ Agricultural Commodity Grading (1980)
- ☐ Agricultural Engineering (0890)
- ☐ Agricultural Market Reporting (1147)

Applicant Eligibility ?

Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#)?
- In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
- In an [excepted service](#) position covered by an [interchange agreement](#), or
- Eligible for [reinstatement](#)?
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

☐ Yes ☒ No

Show only Senior Executive Service postings? ?

☐ Yes ☒ No

Exclude postings for jobs open longer than 30 days? ?

☐ Yes ☒ No

Sort Results By

☒ Key Word Relevance ☐ Date

Type of Work ?

- ☒ Permanent
- ☒ Temporary
- ☐ Term
- ☐ Detail
- ☐ ICTAP Only
- ☐ Student

Work Schedule ?

- ☒ Full-Time
- ☒ Part-Time
- ☐ Shift Work
- ☐ Intermittent
- ☐ Job Sharing
- ☐ Multiple Schedules

Show Jobs Posted:

All Jobs

Search Jobs ▶

Reset Form ▶

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This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

4. Saving and Applying for Jobs

- a. After you have completed a Job Search, whether it is simple or advanced, you will be given a page of available jobs.
- b. Looking at the pictures on the next page you can see the **refine your results** section. For the **Jobs For** section, you have two options: U.S. Citizens or Federal Employees. If you have never been a Federal Employee, then you click U.S. Citizens. If you have previously been a federal employee or are currently one, click on the **Federal Employees** section.
- c. You can also select what grade of Job you are looking for if you have selected Federal Employees. Grades are a “rate of basic pay associated with specific level of work or range of difficulty, responsibility and qualification requirements” (USAJobs, 2011).
- d. When you have found a job that you are interested in you can click on the job title in blue to give more information about the position.
- e. On the right side of the page there are four different button options for the job. You can:
 - i. **Apply Online** – clicking this will bring you to a page where you can select your resume and click a link to go to the application page.
 - ii. **Print Preview** – Allows you to print the job information.
 - iii. **Save Job** – Allows you to save the job and
 - iv. **Share Job** –Allows you to share the job opportunity through email, facebook, twitter, etc.
- f. If you decide to save a job and apply for it later it will show up on your **my account** page under the **Saved Jobs** section.

[Start a New Search](#)

What:

Where:

North Carolina

Radius: 20 miles

[Advanced Search >](#)

You Added

North Carolina

National Park Service

Full-Time

Part-Time

Permanent

Temporary

Clear all and start new search

Jobs For:

☐ U.S. Citizens
☒ Federal Employees

Grade

Grade 6

Grade 7

Grade 8

Grade 9

Grade 10

Exclude These

Posting Date

☒ Create Saved Search and email me jobs

RSS Feed of This Search

1 to 2 of 2 results

Sort By: --Select--

Maintenance Worker

Save Job | Quick View | More Like This

Experience Your

Department:

Department Of The Interior

Agency:

National Park Service

Open Period:

9/11/2012 to 9/25/2012

Who May Apply:

Status Candidates (Merit Promotion and VEOA Eligibles)

Location(s):

Manteo, North Carolina

Salary:

\$21.70 - \$25.26 / Per Hour

Series & Grade:

WG-4749-08/08

Position Info:

Full Time - Permanent

Control Number:

326119600

JOA Number:

SERO-12-741831

Maintenance Worker

Save Job | Quick View | More Like This

The employees of the National Park Service care for the special places that are the heritage of all Americans. Since its inception in 1916, the National Park Service has been dedicated to the preservation and management of this country's outstanding natural, historical, and recreational resources.

Department:

Department Of The Interior

Agency:

National Park Service

Open Period:

9/11/2012 to 9/18/2012

Who May Apply:

United States Citizens

Location(s):

Manteo, North Carolina

Salary:

\$21.70 - \$25.26 / Per Hour

Series & Grade:

WG-4749-08/08

Position Info:

Full Time - Permanent

Control Number:

326119700

JOA Number:

SERO-12-749949DEU

1 to 2 of 2 results

Page 1 of 1

(Above: View of Federal Employees search)

Home
Search Jobs
My Account
Resource Center

Welcome Felicia! | Sign out

[Start a New Search](#)

What:

Where:

North Carolina

Radius: 20 miles

[Advanced Search >](#)

You Added

North Carolina

National Park Service

Full-Time

Part-Time

Permanent

Temporary

Clear all and start new search

Jobs For:

☒ U.S. Citizens
☐ Federal Employees

Posting Date

☒ Create Saved Search and email me jobs

RSS Feed of This Search

1 to 1 of 1 results

Sort By: --Select--

Maintenance Worker

Save Job | Quick View | More Like This

The employees of the National Park Service care for the special places that are the heritage of all Americans. Since its inception in 1916, the National Park Service has been dedicated to the preservation and management of this country's outstanding natural, historical, and recreational resources.

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Control Number:

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SERO-12-749949DEU

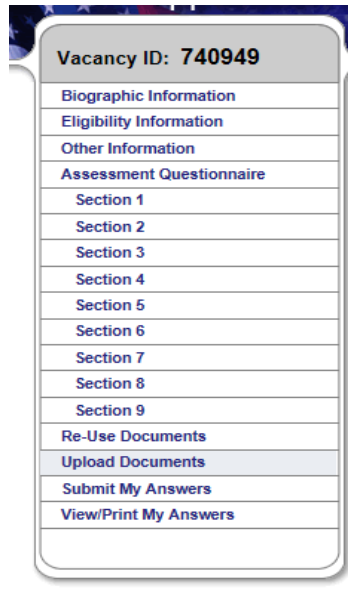
1 to 1 of 1 results

Page 1 of 1

(Above: View of U.S. Citizens Search)

g. Here are the steps for Applying for a Job:

- i. First click on the **Apply Online** button. Clicking this will bring you to a page where you can select which of your resumes you wish to use for the job and three check boxes verifying that the information is correct and true. Then you click the **Apply for this position now!**
- ii. It will load a page where it will tell you that you will be sent to the Application Manager in approximately 15 seconds or you can press the **Take Me There Now** button. If you are currently logged into USAJobs then it will bring up a page that says welcome and contains a button that says **Proceed with my Application**.
 1. You may have to create your own account depending on the government agency that you are applying for.
- iii. The Application Manager will then open; on the left hand side there will be the Vacancy ID and all of the sections of the applications that you will need to fill out.



The screenshot shows a web interface for the Application Manager. At the top, it displays "Vacancy ID: 740949". Below this is a list of sections to be completed, each with a blue link-like text. The sections are: Biographic Information, Eligibility Information, Other Information, Assessment Questionnaire, Section 1, Section 2, Section 3, Section 4, Section 5, Section 6, Section 7, Section 8, Section 9, Re-Use Documents, Upload Documents, Submit My Answers, and View/Print My Answers. The "Upload Documents" section is highlighted with a light blue background.

- iv. When filling out the Assessment Questionnaire be sure to never underrate yourself. For most positions, you have a choice between five ratings. They are:
 1. **A** - "I have not had education, training or experience in performing this task"
 2. **B** - "I have had education or training in performing this task, but I have not yet performed it on the job."
 3. **C** - "I have performed this task on the job, with close supervision from supervisor or senior employee."

- 4. **D** - "I have performed this task as a regular part of a job, independently and usually without supervision from senior employee."
 - 5. **E** - "I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it."
-
- v. When applying for a job, you must make sure that you have any supporting documents you may need for the job. For instance, if you are applying and trying to qualify with your education you must add your transcripts. The option will come up in the **Upload Documents** section on the Application.
 - vi. Always double check your selected answers and check that all documents have been uploaded before submitting your answers.
 - vii. It is very important to note that your application will not be automatically sent to the office you are applying to. Based on your answers to the Assessment Questionnaire, if you are rated high enough for the position your application will be sent. If you are rated above the designated minimum but not at the top of other applicants, then your application will become Eligible but not sent to the referral office.

5. Tips

- a. Always keep your Profile and Resume updated.
- b. Sign up for email notifications. You can do this by going to your account page and clicking on **Edit Profile**. Click on **Account Information** and underneath the **Notification Settings** select the items you would like to be notified about.
- c. Go to the **Qualifications Tab** in the vacancy announcement; there you can find a link to **View Assessment Questions**. This way you can select your answers prior to applying.
- d. Tailor your resume to whatever job you are doing. If you are applying for more than one type of job, make a resume for each.
- e. Sometimes USA Jobs takes a long time to update the application status, so don't worry just yet. If you feel that has been too long for an application update, call the representative on the job announcement.
- f. Most Summer Seasonal Positions will be announced from October to December, and most Winter Positions will be announced during May to July.

- i. For example, when you are applying for a Summer Position think about searching for an announcement 6 months from the start date of the job.
- g. Be on the lookout for the new pathway and announcements for recent college graduates and current students.
- h. Definitions of Job Types:
 - i. Permanent:
 - 1. Rarely come open; require high level skills/relatively specialized; very competitive.
 - ii. Temporary:
 - 1. 3-6 months; limited to 1039 hours.
 - iii. Term:
 - 1. Non-permanent; usually 1 year but can be extended to 3; cannot work more than 24 out of 36 months.

Works Cited

- Norris, J. L. (2011, October 1). *Tips & Tricks For USA Jobs*. Retrieved September 13, 2012, from Federally Employed Women- Rocky Mountain Region: <http://www.rmfew.org/dfc/Oct2011.pdf>
- Unknown. (2011, October 1). *Make Your Resume Searchable*. Retrieved September 13, 2012, from <http://www.navair.navy.mil/jobs/sm2wm/tssearchable.pdf>